

## UTAH COUNTY JOB DESCRIPTION

CLASS TITLE:	FIELD COMMANDER – MAJOR CRIMES TASK FORCE
CLASS CODE:	3490
FLSA STATUS:	NON-EXEMPT
SUPERVISORY STATUS:	SUPERVISOR
EFFECTIVE DATE:	6/24/2015
DEPARTMENT:	SHERIFF

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### **JOB SUMMARY**

Under guidance and direction from the Chief Deputy-Enforcement and the Major Crimes Board of Directors, supervises field operations and personnel of the Utah County Major Crimes Task Force. Responds to crime scenes and investigative sites.

### **ESSENTIAL FUNCTIONS**

Supervises and directs the work of personnel from multiple law enforcement agencies assigned to the Utah County Major Crimes Task Force. Plans, coordinates, and participates in field operations.

Oversees wiretap investigations according to federal regulations (Title III), local, county, state, and federal investigations of interstate drug trafficking organizations, and criminal gang investigations.

As requested by the Sheriff and/or any Police Chief within Utah County, supervises major crime investigations including kidnapping, homicide, robbery, or other crimes as requested by the Narcotics Board.

Communicates and coordinates all drug operations with the FBI, ATF, HSI, HSI/ERO, DEA, State Bureau of Investigations, National Guard, AP&P, and county and local police agencies.

Coordinates operational plans requiring the assistance of federal, state, county, and local police agencies.

Communicates and coordinates all joint operations outside of the State of Utah with local, county, state, and federal entities.

Supervises and assists in all joint air operations for surveillance with the National Guard.

Accounts for “buy money” from HIDTA and JAG funds issued by the Task Force. Conducts monthly and annual audits.

Reconciles other accounts and participates in federal and state audits.

Works with local, state, and federal prosecuting attorneys.

Conducts regularly scheduled sergeants’ meetings.

Conducts daily Task Force briefings to discuss drug intelligence and planning of search warrants.

Performs all duties of subordinates as necessary to ensure functional operation of the Task Force, and is obligated to respond on an on-call basis as assigned.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

### **Considerable Knowledge of:**

- Utah County Rules and Regulations, Utah County Sheriff's Office Policy and Procedures, and the policies and procedures of the Utah County Major Crimes Task Force.
- County, state, and federal codes and laws pertaining to law enforcement, narcotics investigations, Title III operations, and other laws and practices specific to assignment.

### **Skill in:**

- Reading, writing, business math, and bookkeeping.
- Standard software applications used for document and spreadsheet composition.
- Making public presentations.
- Operating and maintaining equipment used in law enforcement, including firearms.
- Creating and maintaining files, records, and reports.

### **Ability to:**

- Maintain cooperative working relationships with those contacted in the course of work activities.
- Communicate effectively verbally and in writing.
- Coordinate multiple tasks efficiently and determine the best use of personnel and resources.
- Effectively supervise others including motivating, coaching, evaluation of performance, and administration of discipline.
- Diffuse hostility, remain calm and professional in emotionally charged situations, and make appropriate decisions rapidly in an emergency.

## **PHYSICAL DEMANDS**

Incumbent must meet physical requirements established by P.O.S.T. and may be required to successfully complete annual fitness testing.

### **Regularly:**

Sits at a desk or table.

Walks, stands or stoops.

Maintains concentrated attention to detail.

Drives a motor vehicle.

Distinguishes between shades of color.

Lifts or otherwise moves objects weighing up to 50 pounds

### **Occasionally:**

Uses tools or equipment requiring a high degree of dexterity.

Restraints individuals weighing 200 pounds or more.

Runs short distances.

Communicates via radio.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

## **WORKING CONDITIONS**

Work is regularly performed in environmentally controlled rooms, but is also performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather.

Work occasionally requires the use of protective devices such as personal body armor, masks, goggles, and gloves.

Work occasionally exposes the incumbent to bodily fluids, and to contagious or infectious diseases including HIV, and Hepatitis A, B, or C.

Work occasionally exposes the incumbent to hazardous chemicals including Meth Labs.

Work occasionally exposes the incumbent to individuals who are agitated, angry, otherwise upset, or uncooperative.

Work occasionally exposes the incumbent to unknown and potentially hostile and/or dangerous situations.

### **EDUCATION AND EXPERIENCE**

To be considered for this assignment, employees must currently hold the rank of Lieutenant in the Utah County Sheriff's Office. The selected employee will return to the Sheriff's Office as a Lieutenant upon completion of the assignment.

### **LICENSING, CERTIFICATION, AND OTHER REQUIREMENTS**

County employees being reassigned to this classification may be subject to additional background checks.

County employees being reassigned to this classification must:

- possess a valid State of Utah driver's license upon reassignment,
- possess Law Enforcement Officer certification through the Utah State Peace Officer Standards and Training certification agency (P.O.S.T.) upon reassignment,
- become federally cross certified as a United States Customs Officer with the Department of Homeland Security and/or the Federal Bureau of Investigations and/or the Drug Enforcement Agency during the first six months in this classification.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.